Government of Saskatchewan

Annual Report 2004-2005

Saskatchewan Apprenticeship and Trade Certification Commission

Saskatchewan Centennial 2005

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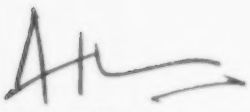
Letters of Transmittal

The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor Province of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4P3V7

Your Honour:

I have the honour to present the Saskatchewan Apprenticeship and Trade Certification Commission annual report for the year ending June 30, 2005. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999*.

Respectfully submitted,



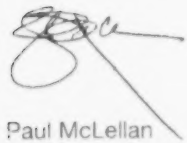
Andrew Thomson
Minister Responsible for the Saskatchewan
Apprenticeship and Trade Certification Commission

Honourable Andrew Thomson
Minister Responsible for the Saskatchewan
Apprenticeship and Trade Certification Commission
Room 307, Legislative Building
REGINA SK S4S 0B3

Dear Minister Thomson:

We have the honour to present the annual report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2004 to June 30, 2005.

Respectfully submitted,



Paul McLellan
Chair of the Board

R.D. (Bob) Guthrie
Chief Executive Officer

Apprenticeship as a work-based system of training and certification has a proud history in Canada and around the world. Apprenticeship training has shown itself to be an effective and highly-valued method of meeting labour market needs, and has demonstrated innovation and flexibility in response to changing technologies and workplaces.

The work of apprentices and tradespeople is critical to the economic and social well-being of our society. Skilled workers provide such important services as installing and maintaining the heating and cooling systems in our homes and workplaces, assembling the circuits that allow us to communicate around the globe and ensuring the safety and quality of the food served at our graduation ceremonies and wedding anniversaries.

Celebrating our Past

While apprenticeship can trace its roots to the medieval tradesmens' guilds, the principles of mentorship and learning from a skilled worker had existed even prior to that time. Since the days of the Mesopotamian dynasties of the Tigris and Euphrates valleys, advances in society have been linked to passing on knowledge from elders to the young. Closer to our Great Plains home, the First Nations tradition of learning from elders is reflected in our modern apprenticeship system. The Saskatchewan apprenticeship program, which reinforces traditional on-the-job training with periods of formal technical training, was initiated in 1944. Initially, 13 trades were designated. Today, there are some 80 trades, subtrades and proficiencies recognized in Saskatchewan.

Preparing the Workforce of the Future

We are proud of our heritage and what it has given to society. At the same time, we recognize the important role that apprenticeship must play in preparing a skilled, mobile workforce to serve the needs of our Province and of Canada. Apprenticeship, along with colleges and universities, is one of the pillars of our post-secondary system. Apprenticeship is the component considered to be most closely aligned with the needs of Saskatchewan industry. Apprenticeship provides a means of recognizing and certifying the on-the-job component of training and supplements that learning with periods of technical training, typically delivered by SIAST or another contracted supplier.

The paradigm that relegated the skilled trades to a second choice career restricted to physically fit young males no longer fits the modern apprentice. Advances in technology and organization of work have meant that today an apprentice must have a strong academic background but can apply technology to overcome physical limitations. Recognition of the value of skilled trades has been reflected in increasing wages and better working conditions to the point where a career as a journeyperson often provides an economic advantage over typical "white collar" employment.

Technological changes have increased workplace efficiency and raised consumer expectations. To address the challenges brought about by this evolution in the market place, the apprenticeship system has: designated new trades and subtrades; developed and maintained current industry standards for occupations, curricula and examinations; developed innovative and flexible training delivery systems, and broadened its partnerships in training and certification, both provincially and nationally.

Apprenticeship and skilled trades training contribute to the development of a skilled labour force. As the demographics of Saskatchewan's population changes, the apprenticeship program is evolving to meet the needs of the changing labour force. Building that skilled labour force requires the commitment of industry (both business and labour), education and training institutions, governments, and labour market partners. The Commission provides a unique vehicle to advance the common interests of these partners with respect to a skilled and representative trades labour force.

2004-2005 Results At A Glance

- In Saskatchewan, there are 50 designated trades. Four of the trades require compulsory apprenticeship.
- On 2005 June 30 there were 5436 apprentices registered in the system: 4810 male and 626 female apprentices.
- 989 persons of Aboriginal ancestry were registered as apprentices during the year.
- Dedicated funding of $400,000 was used for Aboriginal apprenticeship initiatives.
- Nearly 60% of registered Saskatchewan apprentices live outside the major urban centres of Regina and Saskatoon.
- 2911 apprentices accessed technical training during 2004-2005.
- 6817 apprentices were registered and received services during the year.
- 214 individuals attended upgrading courses; 438 individuals attended updating and special courses addressing technological change and new processes.
- 1552 written journeyperson examinations and 398 practical examinations were conducted.
- The following certificates were issued in Saskatchewan between 2004 July 01 and 2005 June 30:

Journeyperson	1035
Proficiency	61
Completion of Apprenticeship	812
Learners	235
Apprentice Year Cards	3593

Key Result Areas	2004-2005 Goal	2004-2005 Actual
Total Registered Apprentices at June 30	5250	5436
New Apprentices Registered	1550	1740
Apprentices in Technical Training	2900	2911
Upgraders/Updaters in Training	600	652
Allowance Claims Processed/Approved	2900/1900	2911/1608
Employer/Workplace Visits	2800	3327
Work Experience Assessments	10 800	13 900
Learning Disabled Assessments	60	53
Written Examinations (all types)	1900	1879
Practical Examinations	400	398
Journeyperson/Proficiency Certificates Issued	1100	1096
Industry Board/Committee Meetings	140	148
Trade Shows/Career Fairs	90	107
Revenue Generation	$1,261,600	$1,220,549

Financial Highlights

Grant Revenue

The grant from the Department of Learning increased in 2004-2005 by approximately $300,000 to address increased training costs resulting from the SIAST collective agreement signed in 2004 and to provide additional training courses.

Fees

In 2004-2005, the Commission received $1,126,333 in fees for tuition, apprenticeship registration, tradesperson applications and administrative services. This represents an increase of $383,575 over the previous year. The increase reflects the change in tuition fee rates (from $15 per week to $30 per week) that took effect 2004 July 01.

Industry Contributions

The Commission has received funds as a result of an initiative involving companies awarded contracts administered by Saskatchewan Property Management (formerly Saskatchewan Property Management Corporation). The initiative requires the contractor to contribute $0.21 per hour for every hour worked by each employee working on the contract. The contractor may submit this amount to either the Construction Opportunities Development Council or to the Commission.

- In 2004-2005, the Commission received $8,327 through this initiative. This represents a decrease of $26,118 compared to the previous year. In 2003-2004 contributions were received from the Regina Wascana Lake Excavation project which had boosted these revenues significantly.

Salaries and Personnel Expenses

Salary costs of $2,326,187 in 2004-2005 were approximately $200,000 under budget. This reflects the difficulty in filling vacant positions.

Program Contractual Services (Training Costs)

In the 2004-2005 year, SIAST, the Commission's main training provider delivered training valued at approximately $6.5 million. Total training costs in the year are approximately $0.5 million over the previous year, primarily due to cost increases associated with the new SIAST collective agreement.

Travel Costs

Approximately $40,000 in additional travel costs were incurred over the previous year. This additional travel was incurred by field staff while maintaining services in regions where there were field staff vacancies.

Budget Deficit versus Annual Surplus

The current year activity resulted in a surplus of $334,279. The budget for the year had anticipated a deficit of $111,000. The reduction in expenditures arising from vacant positions and the increase in grant funds received added to the accumulated surplus in 2004-2005.

Accumulated Surplus

The accumulated surplus at the end of the fiscal year of $1,420,857 is comprised of financial and non-financial assets. Net financial assets make up $1,016,452 of the total, of which $248,321 is restricted for Aboriginal initiatives and will be disbursed in the next fiscal year. Of the remaining $768,131, the Commission Board's policy allows up to $520,900 to be maintained as a reserve to cover unforeseen circumstances. The accumulated surplus will enable the Commission to accomplish three important objectives:

- Respond to anticipated incremental demand for apprenticeship services and training as a result of higher than anticipated enrolments last year;
- Cushion the effect of any future fee increases;
- Contribute critical resources to support provincial implementation of a youth apprenticeship initiative.

The 2005-2006 approved budget projects a deficit of $217,300 and includes an estimated $100,000 to begin the province-wide implementation of a youth apprenticeship program. This initiative will provide specific educational program information on apprenticeship and apprenticeship accreditation to high school students.

Who We Are and What We Do

The Saskatchewan Apprenticeship and Trade Certification Commission is an industry-led agency with a legislated mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and provide services to employers and tradespersons supporting certification based on those standards. Through the industry board structure and *The Apprenticeship and Trade Certification Act, 1999*, the Commission is accountable to the industry it serves and to the Government of Saskatchewan.

Our Vision
A skilled and representative trades workforce, industry trained and certified.

The Commission fulfills its mandate to develop and deliver a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons. The Commission uses its human, financial and capital resources in support of its vision, mandate and goals.

The apprenticeship system delivers a wide array of programs and services to employers and tradespersons. These include:

- journeyperson and apprentice certification
- career awareness
- designation of new trades
- industry occupational standards development
- curriculum and examination development
- apprentice and tradesperson registration and documentation
- apprentice/tradesperson assessments and counseling
- workplace assessments
- institutional training scheduling and purchase
- apprentice and tradesperson testing
- processing and payment of training allowances
- ensuring compliance with apprenticeship regulations.

The Commission is guided by the following principles and values in its work internally, with partners and with its clients:

Industry-Focus: Apprenticeship employers and employees are the principal providers, clients and partners in apprenticeship, and as such have a leading role in the direction and governance of the apprenticeship system.

Collaboration: Partnerships and teamwork in an environment of trust and respect strengthen the apprenticeship system.

Responsiveness: Assistance and services are provided to industry, partners and clients in a pro-active, timely and effective manner.

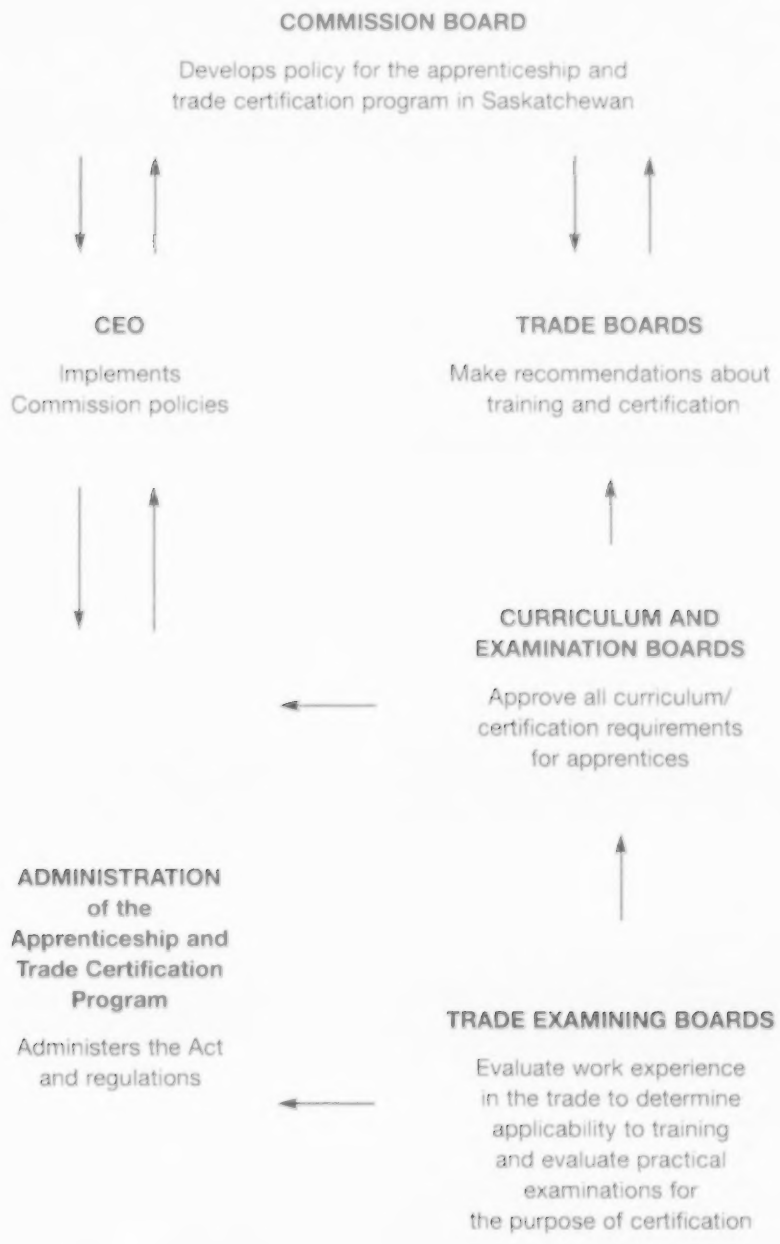
Equity: Employers and individuals benefit from a diverse, broadly inclusive apprenticeship workforce, including the workforce of the Commission.

Transparency: Open, regular and clear communication is essential.

Accountability: The apprenticeship system is accountable to clients, industry and government to develop and maintain a skilled and certified trades workforce.

The Commission adds value to society by:

- ensuring standards are met;
- providing training and certification;
- supporting career development;
- increasing employability;
- increasing worker mobility; and
- enhancing public protection.


COMMISSION BOARD
Develops policy for the apprenticeship and trade certification program in Saskatchewan
CEO
Implements Commission policies
TRADE BOARDS
Make recommendations about training and certification
CURRICULUM AND EXAMINATION BOARDS
Approve all curriculum/ certification requirements for apprentices
ADMINISTRATION of the Apprenticeship and Trade Certification Program
Administers the Act and regulations
TRADE EXAMINING BOARDS
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification

Saskatchewan Apprenticeship and Trade Certification Commission Organizational Chart – 2005 June 30

A Model Employer?

In 2004-2005, the Commission continued to promote its representative workforce strategy to encourage employers to hire Aboriginal people, youth, women, people with disabilities and members of visible minorities. In keeping with this objective, the Commission makes a conscious effort to provide opportunities for these identified groups. The table below indicates the status of our workforce at 2005 June 30.

Saskatchewan Apprenticeship and Trade Certification Commission Staff

Employment Equity Workforce Analysis

Designated Groups in All Positions as of 2005 June 30

Figures as of Date below	Total Employees	Persons of Aboriginal Ancestry	Persons with Disabilities	Members of Visible Minority Groups	Total Management Positions	Women in Management	Women in Non-Traditional Occupations
2000 Dec. 31	43	4 (9.3%)	4 (9.3%)	0	4	1 (25%)	0 (0%)
2001 Dec. 31	39	5 (17.8%)	4 (10.3%)	1 (2.6%)	3	1 (33.3%	1 (7.7%)
2002 Dec. 31	46	10 (21.7%)	6 (13.0%)	2 (4.3%)	2	1 (50%)	3 (20%)
2004 June 30	56	6 (10.7%)	2 (3.6%)	1 (1.8%)	3	2 (67%)	5 (37%)
2005 June 30	52	8 (15.4%)	4 (7.7%)	2 (3.8%)	4	2 (50%)	3 (18.8%)
Saskatchewan Demographics	n/a	13.0%	9.7%	2.8% (a)	n/a	45%	45%

(a) Regina - 5.4%, Saskatoon - 5.2%

The Apprenticeship and Trade Certification Program

Administering *The Apprenticeship and Trade Certification Act, 1999* ("The Act") and the associated regulations includes the following responsibilities and activities:

- Administrative support for registration and record keeping
- Assessment of work experience and prior learning
- Administrative support/facilitation of board activities
- Development of training schedule; implementation of training
- Development and administration of examinations
- Administration of certificates
- Monitoring of program and regulations through employer visitations
- Administration of apprentices' allowances for technical training
- Partnerships with various sectors of industry and government
- Development and implementation of provincial programming /special initiatives
- Participation and leadership in apprenticeship activities through inter-provincial initiatives
- Development and implementation of program promotion/awareness materials and campaigns
- Management of financial and human resource issues

Governance

Authority

Saskatchewan's *Apprenticeship and Trade Certification Act 1999* establishes the Commission as a Corporation and Agent of the Crown. A Board of twenty or fewer members is appointed by the Provincial Government. The majority of Board members are selected by industry, and equally represent employers and employees. The Commission Board also has representation from SIAST, the Provincial Government and equity groups. The Commission reports to a Minister of the Provincial Government who is responsible for the administration of *The Act*, currently the Minister of Learning.

The Apprenticeship and Trade Certification Act 1999 authorizes the Commission to manage the Apprenticeship and Trade Certification system.

Commission Board Responsibilities

The Commission:

- designates trades for apprenticeship training and certification;
- generates, retains and expends revenues;
- registers apprentices and journeypersons, monitoring their training and providing certification of skill levels achieved;
- determines and charges fees for products and services;
- enters into agreements for training delivery; and
- represents Saskatchewan on interprovincial initiatives.

The Act gives the Commission the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system to meet the needs of industry in a timely manner. *The Act* also ensures accountability to both industry and government.

Committees

The Commission Board has a committee structure to facilitate the work of the Board and develop recommendations for the Board's consideration in matters of policy and operations. The committees are:

- **Executive Committee:** Acts with the full powers of the Board in situations when it is not possible to hold a full Board meeting.
- **Finance/Audit Committee:** Assists the Board in exercising due diligence over the financial affairs of the Commission, including the annual audit.
- **Standards Committee:** Assists the Board as it considers issues related to standards of training, certification, examinations, curriculum and entrance requirements; and provides guidance to Trade Boards on standards related to those issues.
- **Representative Workforce Committee:** Promotes the development of policies and practices that support and facilitate the growth of an apprenticeship workforce representative of the population of Saskatchewan and demonstrates leadership through modeling a workforce representative of the population of Saskatchewan.
- **Innovation Committee:** Researches new ways to deliver training and to support apprentices and employers in order to raise the profile of the trades and reduce barriers to participation.

Commission Board Members as of 2005 June 30

Agriculture, Tourism and Service Sector	
Employees	Marion Schultz
Employers	Clarence Neault
Construction Sector	
Employees	Kelvin Goebel
	Garry Kot
	Vacant
Employers	Doug Christie
	Paul McLellan
	Brent Waldo
Production and Maintenance Sector	
Employees	Mervin Roncin
Employers	Allen E. Kotzer
Motive Repair Sector	
Employees	Tim Earing
Employers	Don Jones
Persons with Disabilities/ Racialized Canadians/ Working Poor	Conrad Pura
First Nations	Guy Poncelet
Métis	Brett Vandale
Northern Saskatchewan	Stew Mayotte
Women In Trades	Marral Eberts
SIAST	Morris Onyskevitch
Saskatchewan Learning	Dr. Margaret Lipp
	G. Wayne McElree
Commission Board Chairperson	Paul McLellan
Commission Board Vice-Chairperson	Garry Kot

A Message from the Commission Board Chairperson

I am pleased to present the Saskatchewan Apprenticeship and Trade Certification Commission 2004-2005 Annual Report. The Commission is responsible for the administration, management and governance of the apprenticeship training and trade certification program in Saskatchewan.

The Commission Board of Directors is comprised of a majority of members representing industry and chosen in equal numbers by employers and tradespersons. Also serving on the Board are representatives of the Provincial Government, equity-seeking groups and technical trainers.

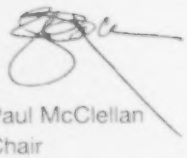
It is with regret that I acknowledge the untimely death of our friend and Vice-Chair, Garth Ivey. Mr. Ivey was a long-serving, dedicated and highly respected member of the apprenticeship community. He represented employees in the construction sector and also served as the Chair of the Electrician Trade Board. Mr. Ivey's generosity and wise counsel will be missed.

I would like to thank all Board members for dedication to the good governance of the apprenticeship program in Saskatchewan. In particular I wish to thank retiring Board member Wayne McElree, who served on the Board and Executive Committee as a representative from the Department of Learning. Mr. McElree's depth of experience and understanding of work-based training and the provincial skills agenda proved invaluable to our enterprise.

The past year has seen continuing strong demand from industry for skilled tradespersons in Saskatchewan. The number of new apprenticeship registrations increased again last year, exceeding our projections by nearly 15%. The commitment of employers and apprentices to work-based training and certification is increasing, demonstrating a growing recognition of the importance of apprenticeship to the economic well-being of Saskatchewan. The Commission approved the designation of Meat Cutter as the 50th apprenticeship trade in Saskatchewan. The Commission also designated Framer as a subtrade of the Carpenter Trade. Including trades, subtrades, endorsements and proficiencies, there are now approximately 80 apprenticeship occupational certifications in Saskatchewan. Several industry groups are currently in discussion with Commission officials regarding the designation of additional new trades or subtrades.

The Board will continue to work with its network of Trade Board members and other stakeholders to ensure that our organization meets the needs of employers and tradespersons and uses its resources effectively. The Commission is positioned to meet the challenges of the years ahead. Our efforts will be directed towards achieving the broad outcomes articulated in the Commission strategic plan – namely, employer training commitment, trades skills development and the validation of trades careers.

The industry-government partnership which was created several years ago remains on a solid footing. With the support of its partners in industry and the public sector, the Commission is working effectively to advance the apprenticeship program in Saskatchewan. The report which follows summarizes our activities in 2004-2005 and points out the challenges ahead. I trust you will find the report interesting and informative.



Paul McClellan
Chair

A Message from the Chief Executive Officer

The annual report presented here sets out the Saskatchewan Apprenticeship and Trade Certification Commission results for the year ended June 30, 2005. This report provides the reader with a summary of the Commission's operations and financial activities for the past year.

The Commission is accountable to the employers and tradespersons who participate in apprenticeship training and certification and to the Government of Saskatchewan, which provides substantial funding for its operations. This report represents a significant accounting of the organization's activities to the major apprenticeship stakeholders.

In the past year the Commission reviewed and adjusted its apprenticeship fees as a final step towards implementing its long-term revenue generation plan. The goal of the plan was to generate 10% of Commission revenue from sources other than Provincial Government grants. In 2004-2005, the Commission generated 10.8% of its revenue from fees, services and other sources. This revenue, combined with grant revenue, enabled the Commission to improve its service to clients, meet the need for apprenticeship technical training and maintain its investment in the provision of services that support the work-based component of apprenticeship training and certification.

By reducing expenditures and exceeding revenue goals, the Commission achieved a modest surplus on the year's operations. The accumulated surplus, after reduction for restricted funds and non-cash assets, is about $0.77 million. This figure is slightly above the range established by Board policy. It will, however, enable the Commission to cushion the effect of any future fee increases, and respond to the anticipated demand for service and training as a result of higher than projected apprenticeship enrolments in 2004-2005. The surplus is also expected to contribute critical resources to support provincial implementation of a youth apprenticeship initiative in the future.

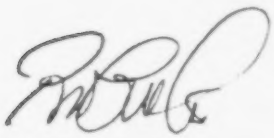
The Commission, working with partners in the K-12 system and Saskatchewan Learning, delivered successful youth apprenticeship pilot initiatives in Assiniboia and Regina. As a result, about 150 high school students learned about opportunities and requirements for careers in trades, and received certificates of recognition from the Commission. The youth apprenticeship pilots will be significantly expanded in 2005-2006 in preparation for province-wide implementation thereafter.

The Commission continued to promote a representative apprenticeship workforce in Saskatchewan. The need to look beyond traditional sources of skilled trades workers is growing. We made notable strides by increasing the number of apprentices of Aboriginal ancestry to 989 or 14.5% of the total apprenticeship workforce. Over time, this increasingly representative apprentice population will contribute to a representative trades workforce as a whole. The Commission remains an exemplary employer, having in most respects again met or exceeded its employment equity goals for its own staff.

The staff of the Commission deserves recognition and credit for their dedication to the apprenticeship program. Collectively, their efforts have contributed to another successful year of operations. I also wish to thank the members of the Commission Board of Directors and acknowledge the contribution of the Trade Board members, Curriculum and Exam Development Board and Trade Examining Board members.

The Commission will undertake several important new initiatives in the year ahead. These include: research and promote initiatives to stimulate private sector investment in certified trades training; expand youth apprenticeship initiatives to promote trades careers to young people; participate in the post-secondary system training review and begin to implement its findings; and deliver additional apprenticeship technical training in rural and Northern Saskatchewan to better meet the needs of employers and apprentices. These initiatives are intended to support the Commission's priorities and long term goals.

Saskatchewan's industry-led partnership with business, labour, government, equity groups and trainers ensures that our system is responsive and accountable. It has proven to be an effective model for the governance, management and delivery of the apprenticeship program in Saskatchewan. Apprenticeship has maintained high industry standards and produced excellent results in 2004-2005. Next year promises to build on this tradition of successful collaboration among all the partners to further advance our apprenticeship training and certification program.



R.D. (Bob) Guthrie
Chief Executive Officer

The Apprenticeship and Trade Certification Commission was established to ensure the apprenticeship system effectively meets industry needs and to contribute to the economic and social development of the province. It features industry-led governance and revenue-generating authority to assist business and labour to ensure that program services and training are as effective as possible within resources available.

The Saskatchewan Apprenticeship and Trade Certification Commission's 2004-2005 Annual Report serves two purposes:

i) to report the Commission's accomplishments for 2004-2005, and

ii) to summarize our performance plan and strategic direction for 2005-2006.

The reporting period for the Saskatchewan Apprenticeship and Trade Certification Commission is from 2004 July 01 to 2005 June 30.

The 2004-2005 Annual Report is organized according to the outcomes identified in SATCC's Logic Model adopted in 2004:

1. **Employer Training Commitment:** The Commission provides an effective infrastructure for employers of skilled tradespersons to support skills development in their workforce.
2. **Trade Skills Development:** The Commission establishes and maintains standards for the purpose of enhancing trade-specific competencies for apprentices and tradespersons.
3. **Validation of Trades Careers:** The Commission is a key player in helping Saskatchewan people recognize apprenticeship as a legitimate, valuable and rewarding career choice.

Demand for apprenticeship training and trade certification increased somewhat last year, likely as a result of a relatively buoyant provincial economy. Increased employer awareness of the value of work-based training and certification has continued to generate demand for apprenticeship services, in the form of applications for the designation of new trades and registration of an increased number of new apprentices. In the medium to longer term, the retirement of older tradespersons will increase demand for apprenticeship services.

Saskatchewan maintains high customer service levels, particularly in such areas as assessment of trade experience, program development, individual counseling of apprentices and tradespersons and registration of apprentices in training. Revenue from increased tuition and tradesperson registration fees enables the Commission to meet the higher customer service expectations.

The Commission is continuing to concentrate on strengthening the delivery of services that support the workplace training component of apprenticeship. It will maintain its commitment to and support of apprenticeship technical training, while improving its services and support to on-the-job training.

Key Initiatives for 2004-2005

All new and ongoing initiatives are important to the Commission in terms of its operations and the allocation of staff and financial resources. The initiatives with the highest priority in 2004-2005 were:

a) Youth Apprenticeship Initiative

Two pilot projects, one rural and one urban, were launched and monitored. The goal of the pilots was to raise awareness among high school students of the opportunities in a trades career.

b) Building the Learning Culture

Field staff increased the intensity of visits to employers in each region. The objective was to offer our services in helping the employer build or enhance the learning culture in the workplace.

c) Aboriginal Apprenticeship Projects

The Commission reviewed the results of the first 3 years of related projects. The results will be used to improve selection, evaluation and follow-up support of future projects.

2004-2005 Fiscal Year Results

This section of the Saskatchewan Apprenticeship and Trade Certification Commission's Annual Report for 2004-2005 articulates the Commission's strategic direction and the results of its operation for the year ending 2005 June 30. This information should be read in conjunction with the audited consolidated financial statements and the accompanying notes to the financial statements contained in this annual report.

A. 2004-2005 Performance Results p. 18

B. 2004-2005 Financial Results p. 38

Did you know...

Journeyperson certification in Saskatchewan requires individuals to have a broad and in-depth range of work experience and to have successfully passed an examination. Criteria for the work experience and the development of examinations are based on standards developed and continually validated by industry.

I. Employer Training Commitment:

Industry fulfills a key role in the apprenticeship system

The Commission was created in 1999 to provide industry with a more effective vehicle to lead and manage the apprenticeship program in Saskatchewan. The majority of Commission board members are selected by industry to represent the employers and employees who participate in apprenticeship training and certification. An active board governance culture has developed and continues to strengthen. The program responds to the needs of employers and employees as articulated by the Trade Boards and determined by the Commission Board.

The activities identified under the objectives of Outcome 1, and the expenditures associated with these activities, result in a high level of industry participation and leadership in Saskatchewan's apprenticeship program. The Commission allocates human and material resources to supporting employers in their commitment to a learning culture in the workplace. We are dedicated to the goal of ensuring that commitment registers from the board level to the workplace.

1. Ensure Trade Boards, CEDBs and TEBs are representative and active

Each year the Commission renews the appointments to about one-third of its Trade Boards. Nominations are solicited from industry organizations, employers and individuals. A sub-committee of the Commission Board reviews the nominations and recommends individuals for appointment based on a balance of representation from employers and employees, geographic distribution, industry sub-sectors, business size and other considerations.

- Last year, 60 new members were recruited and selected for 15 Trade Boards.
- In addition, the Commission filled vacancies on Trade Boards, Curriculum and Exam Development Boards (CEDB) and Trade Examining Boards (TEB).
- During the year, 7 vacancies on the various Boards were filled.

Boards continue to be active in updating and approving curriculum, and revising examinations. Inter-provincial Computerized Examination Management System (ICEMS) computer-generated exams from the national system, and the expanded schedule of national occupational analyses review require considerable board member and Commission staff resources to ensure Saskatchewan's needs are met. Additionally, 4 of the 5 trades for which Saskatchewan is the official host will undergo complete interprovincial product review between 2005 and 2007.

- Trade Boards and Curriculum and Examination Development Boards met 148 times during 2004-2005 compared to 124 times in 2003-2004.

2. Achieve significant progress towards representative participation in the apprenticeship sector

The Commission is working to improve access and success in apprenticeship for members of the equity groups.

From 2004 July 01 to 2005 June 30, there were 2203 apprentices from equity seeking groups registered to participate in the apprenticeship training system:

- 989 Aboriginal persons;
- 83 persons of visible minority;
- 167 individuals with disabilities; and
- 964 women (343 are in predominantly male occupations).

Members of underrepresented groups participating in the apprenticeship system represent approximately 32% of apprentices served:

- women 14% (64% of these women are in the cook and cosmetology trades, and 36% in predominantly male occupations);
- members of visible minorities 1.2%;
- people with disabilities 2.5%; and
- people of Aboriginal descent 14.5%

Saskatchewan Apprentice Registrations of Underrepresented Groups

1999-2000 to 2004-2005

Year	Total Number of Equity Members	Women	Women in Predominantly Male Occupations	Aboriginal People	Visible Minority	People with Disabilities
2000	1117	951	227	229	7	19
2001	1439	1001	248	386	12	40
2002	1909	1074	291	479	19	46
2003	1775	1119	336	567	37	52
2004	1920	913	257	817	58	132
2005	2203	964	343	989	83	167

Aboriginal Initiatives

The Saskatchewan Apprenticeship and Trade Certification Commission has provided special funding for projects that will increase Aboriginal participation in the trades and apprenticeship training.

This emphasis has increased the number of Aboriginal people registered in the apprenticeship system from 386 in 2001 to 989 in 2005.

- During 2001-2002, 79 new Aboriginal apprentices were registered in apprenticeship pilot project initiatives.
- During 2002-2003, 60 new Aboriginal apprentices were registered as a result of this initiative.
- During 2003-2004, 190 Aboriginal apprentices were registered as a result of this initiative including 60 under the Métis project.
- During 2004-2005, 81 Aboriginal apprentices were registered as a result of this initiative. The increase was limited by the postponement of several projects to the fall of 2005 to provide an opportunity for participants to improve their academic readiness.

3. Strengthen the industry training culture

In 2004-2005 the Commission continued its increased emphasis on strengthening the industry training culture. We continue to value the work that our field staff does in helping employers put in place the necessary measures to provide a well-rounded education for their apprentices.

The increased staff related expenditures supported additional:

- Service to Trade Boards;
- Field visits to employers, apprentices and supervising journeypersons;
- Curriculum and Examination Development Board and Trade Examining Board activity related to the development and updating of occupational, curriculum and examination standards.

New Designations

The Commission met with industry group applicants requesting designation for oil rig technicians, new subtrades in the residential home building industry and for natural gas distribution technicians. Based on industry input, the Board designated Meat Cutter as a trade and Framer as a subtrade of the Carpenter trade.

Human Resource Plans

Individual trade Human Resource Development Plans are designed to meet the requirements of the regulations and the Commission Board of Directors' Standards Committee. In 2004-2005, 100% of the Human Resource Plans were revised.

Saskatchewan Computerized Examination Management System (SCEMS)

SCEMS, the Saskatchewan Computerized Examination Management System, is a project to computerize examination development, generation and statistics gathering. The project, phased in over the past several years, has also upgraded scoring, marking and candidate results.

- The original project is now complete.
- All SATCC and Red Seal examinations have been entered into the new system.
- Complete analysis of items and examinations is operational.
- The enhanced scoring capability has reduced significantly the turn-around time for candidate results.
- Our project related to uploading statistical information to the national item bank system has been hindered by system incompatibility. It is anticipated that these technological challenges will be overcome in 2005-2006.

Inter-provincial Computerized Examination Management System (ICEMS)

SATCC has played a major leadership role since the inception of the ICEMS project to nationally computerize interprovincial examinations and candidate information. This major project, which includes every jurisdiction and the federal government, has involved contributions from jurisdictional governments, institutions and subject matter experts from across Canada. The project has revolved around the development of examination generation software of a unique type, bilingual at all times and fully web-based.

Additional components include the development of item banks and related technical requirements for all 45 "Red Seal" trades. Saskatchewan program development officers have participated in several developmental exercises during 2004-2005, and currently act as "hosts" to five national trades.

The Commission is contracted, on behalf of all the provinces, territories and the Federal Government, to provide financial administration services for the disbursement of payments related to the development and operation of ICEMS.

Apprenticeship is a partnership of industry (both employers and employees), government and education and training institutions.

- *The Apprenticeship and Trade Certification Act 1999* was proclaimed on October 1, 1999 and the Saskatchewan Apprenticeship and Trade Certification Commission was created.
- Saskatchewan's Apprenticeship and Trade Certification Commission is an innovative public and private sector partnership.

Industry plays a primary role in the delivery of the apprenticeship program.

- Employers hire and register apprentices, and provide journeyperson supervision to apprentices.
- Apprentices spend approximately 80% of their training time working on the job, learning the knowledge and skills of the trade from a certified journeyperson.
- 40 active Trade Boards (221 members) are in place to assist the Commission in administering the apprenticeship and trade certification program in Saskatchewan. Current boards include Trade Boards, Curriculum and Examination Development Boards and Trade Examining Boards.

Program Development

Working directly with industry partners, four Program Development Officers (PDO) and one manager are responsible for curriculum and program development.

Program development work includes:

- developing national and provincial occupational analyses;
- developing apprenticeship training standards and outcomes;
- responding to trade specific concerns raised by industry;
- hosting responsibilities for four national Red Seal trades;
- developing and maintaining a wide range of informational and program pamphlets and materials;
- developing the certification and awareness examinations used in Saskatchewan;
- developing Human Resource plans for all trades; and
- facilitating annual trade board meetings, and on-going trade board and curriculum development board meetings.

The Commission's Program Development section was instrumental in involving industry leaders and subject matter experts in a variety of activities.

- Every trade board had the opportunity to meet in this fiscal year and some chose to meet more than once.
- CEDB activities ensured that higher standards of training program content and relevance were achieved, and placement and certification examinations continue to be upgraded at an advanced rate.
- The section also provided substantial input into Canada's Inter-provincial "Red Seal" program by reviewing national examinations, occupational analysis, providing training to other jurisdiction's staff and generally ensuring that national products meet Saskatchewan standards and obligations.

Program Development Activity	2004-2005	2003-2004
Examinations Reviewed/Implemented		
Interprovincial (IP)	31	34
Provincial Journeyperson	11	8
Level/Placement	21	13
Entrance	0	0
Practical	5	4
Diagnostic	9	1
Examination Appeals Reviewed	30	44
Boards		
Trade Board/Curriculum and Examination Development Board Meetings	148	124
Trade Board Human Resource Plans developed	48	45

II. Trade Skills Development:

The Commission establishes and maintains standards for the purpose of enhancing trade-specific competencies for apprentices and tradespersons

In 2004-2005, the Commission provided timely and valuable services to employers, workers and the public. The achievement of overall quality service is measured by the improvement in curriculum and examinations and by the movement towards a representative workforce.

Through the work of our Trade Boards, Field Consultants and Program Development section and in collaboration with our technical training providers we continually monitor and improve both work-based and institution-based training.

Because a majority of our trades are recognized inter-provincially, we also work in concert with our national partners in ensuring maximum skill development and worker mobility.

1. **Provide employers and employees with high quality and timely program development, training, income support and certification services**

As of 2005 June 30 there are 5436 apprentices (male: 4810; female: 626) registered in 50 designated trades. This is an increase of 178 apprentices (3%) over the last year.

Technical training was provided for 2911 apprentices in 2004-2005, compared with 2885 apprentices the previous year.

The distribution of apprentices by level for 2004-2005 is as follows:

first year: 789 apprentices;
second year: 796 apprentices;
third year: 793 apprentices; and
fourth year: 533 apprentices.

214 individuals attended upgrading courses; 438 individuals attended updating and special courses addressing technological change and new processes.

Allowances

Two types of allowances are available to employment insurance (EI) eligible apprentices while they attend technical training courses. Apprentices who live away from home while attending technical training are eligible for a "living away from home allowance". Apprentices who are not eligible for employment insurance, but who had an EI claim in the past three years, are eligible for a "living allowance" and the "living away from home allowance" if applicable.

- During the 2004-2005 academic year, 1608 apprentices received allowances totaling $1.2 million.

Trade Time/Work Experience Assessments

Primary training for the trades takes place at the work place. Employers provide detailed information on the work that individuals perform at the work place and submit documents for assessment. Commission staff evaluate this work experience ensuring industry standards are met by individuals and apprentices.

- The Commission completed an estimated 13 900 work experience assessments in the past year.

Client Services

During this reporting year, the Commission provided service to 6817 apprentices in the various sectors:

- Agriculture, Tourism and Service 947
- Construction 2967
- Production and Maintenance 1670
- Motive Repair 1233

Information Technology (IT) Services

- Participation with Business Area Representatives continued with a focus on: Strategic Information Technology/Information Management (IT/IM) Resource Planning; Business/Conceptual Modeling; Application Development/Mini Projects; Application Maintenance; Data Quality; Transfer of services to ITO and Executive/ Ad-hoc Reporting.

- The Integrated Income Support System (IISS) component of the One Client Service Program (OCSP) was implemented as scheduled on 2004 January 05. Participation continues with post-implementation and regression testing as additional modules are implemented.
- Several hardware purchases allowed upgrading of existing inventory. One software upgrade was also purchased.

Alternate Training Delivery Methods: Training Innovation and Responsiveness

The Commission strives to meet the varying needs of industry, balancing flexibility of program delivery with the capacity to deliver high quality programs. The Commission encourages innovative and flexible delivery of apprenticeship technical training.

- Cook apprentices had the option of attending training at three locations: Moose Jaw, Regina, and Saskatoon. Technical training is offered in an 8-week block in Moose Jaw. The day release method of attending one day a week over 40 weeks is offered in Regina and Saskatoon.
- Carpenter training was delivered in Moose Jaw, Regina, Saskatoon, Prince Albert and La Ronge.
- Crane and Hoist Operator apprenticeship technical training is delivered through a combination of distance delivery and five weekends of classroom training. Upgrading courses for boom truck operators were delivered in Estevan, Lloydminster, Prince Albert, Regina and Saskatoon.
- The Saskatchewan Indian Institute of Technologies (SIIT) delivered technical training for level 1 carpenters in Prince Albert, Regina and Saskatoon as well as on the Ahtahkakoop and Mistawasis reserves.
- SIAST Palliser Campus delivered carpenter training for level 2 apprentices on the Construction Careers Regina site, and in Saskatoon for the Construction Careers Saskatoon Project.
- To accommodate the demand for training, an extended day format was used to train apprentices in the welder and steel fabricator trades. This training commences in the afternoon and runs until early evening.
- Technical training for roofer apprentices continues to be delivered at the workplace and monitored by an instructor from SIAST Woodland Campus. The instructor is accessible to apprentices by telephone for guidance throughout the training. Competency examinations are administered to the apprentices at the workplace as training progresses.
- SED Systems of Saskatoon is the deliverer of technical training for the electronics assembler trade. Training is delivered in one and two week blocks. Apprentices attend training two or three times during the year, at their employer's convenience, to complete a level of training. This delivery format reflects the needs of that industry.
- Level 1 Partsperson training was delivered at the work site through computer links. The success of this delivery format has encouraged the Commission to support development of on-line training for Level 2.
- This year there were sufficient numbers of apprentices registered for level 1 & 2 training in the Insulator trade to support delivery of the class in Regina. In recent years, apprentices had attended training in Alberta.
- Level 1 plumber was delivered to apprentices in Buffalo Narrows
- Technical training for Power Lineperson apprentices is primarily delivered on-line followed by 10-12 days of classroom training at the SaskPower Training Centre in Weyburn. The level 4 was piloted on-line during 2004-2005. All four levels are now approved for on-line delivery. This on-line training is task-oriented with each task or skill competency that is covered on-line being checked off by the employer as the task is completed in the field.

High School to Apprenticeship

High schools continue to utilize curriculum approved for credit in the apprenticeship system. High school learners who successfully complete a trade specific 10, 20, or 30 practical and applied arts program receive trade time credits and may be exempted from a level of technical training.

Pre-Trades Courses

Pre-trades programs are approved by the Commission and delivered by the training institution at the request of local industry. Graduates receive a technical training exemption for Level 1, work experience credits and access to employment as apprentices. The following initiatives were approved in 2004-2005:

- Tri-Trades program (Automotive Service Technician, Heavy-Duty Mechanic and Truck & Transport Mechanic) in Regina, Swift Current and Yorkton
- Industrial Mechanic (Millwright) program in Prince Albert, Yorkton and Meadow Lake
- Carpenter program in Regina.

National Initiatives

Saskatchewan continues to play a major role in the development of the Interprovincial Computerized Examination Management System (ICEMS) by chairing the ICEMS working group. While ICEMS became operational in late 2003, the work group continues to play a role in monitoring the development of examination banks and the introduction of new technology and software enhancements.

The Commission is contracted to provide financial administration services for the disbursement of payments related to the maintenance and operation of ICEMS.

Saskatchewan also contributes a leadership role within the Canadian Council of Directors of Apprenticeship (CCDA) and the Interprovincial Standards and Examination Committee (ISEC) and their associated subcommittees. Saskatchewan's profile helps to ensure that national programming and products meet our high standards and address our needs.

2. Ensure employers and employees comply with *The Apprenticeship and Trade Certification Act, 1999* and regulations

Field Consultant Client Services

Field Consultants provide varied and essential services on behalf of the Commission. Responsibilities range from promotion and counseling apprentices and employers, to ensuring that the dictates of The Act and regulations are met.

- There are currently 14 field consultants located in nine centres throughout the province.

i. Work Site Evaluation/Appraisal

As specified in *The Apprenticeship and Trade Certification Act 1999*, field consultants approach businesses and work sites to consult with employers, apprentices and workers on all aspects of apprenticeship training and trade certification for their trade(s). These consultations may include:

- reviewing the workplace component of apprenticeship training;
- preparing training plans, monitoring apprentice progress, and addressing any individual training issues;
- identifying issues related to offering apprenticeship training or challenging certification examinations;
- ensuring legislative requirements are met; and
- discussing human resource planning and training needs with employers.

In order to be considered complete, work site evaluations/appraisals require an internal administrative process.

- 3327 work site evaluations/appraisals were completed during 2004-2005, compared to the 2897 work site evaluations/appraisals completed in 2003-2004.

ii. Apprentice Registration

Field consultants are available to provide orientation to the approximately 3000 apprentices attending technical training. During the orientation on the first day of classes, the consultants also provide assistance in assessing allowances and work experience.

iii. Promotion and Marketing

Field consultants and Commission staff participated in 107 high school career fairs, industry trade shows, and public information sessions across the province this past year.

3. Achieve equitable and sustainable funding

The Commission's principal sources of revenue are a grant from the Provincial Government and client fees.

The Provincial Government grant increased by 2.85% over the previous year to reflect rising costs from our training providers and an increase in programming.

Revenue from client fees and other sources of revenue generation was $1,220,549. The Commission generated over 10% of its revenue from its own sources, and has reached its five-year revenue generation goal one year ahead of schedule.

III. Validation of Trades Careers:

The Commission is a key player in helping Saskatchewan people recognize apprenticeship as a legitimate, valuable and rewarding career choice.

In 2004-2005, the Commission increased its focus on providing the public with a positive and realistic view of opportunities in the trades. Through worksite visits, career fairs, school presentations, keynote speeches and advertising and other promotion initiatives, we helped to reinforce the message that trades are a first choice career and that academic preparation is critical to an apprentice's success.

1. Market and promote apprenticeship to partners and clients

The Commission's marketing and promotional activities during 2004-2005 continued their focus on youth, Aboriginal initiatives and employers. Key messages to youth highlight the fact that skilled careers offer well paid work, job mobility and job satisfaction; apprenticeship opens doors to many opportunities, and that an apprentice generally has income throughout his/her apprenticeship. In collaboration with Skills Canada and the Canadian Apprenticeship Forum, we have accessed a national marketing campaign.

Key messaging to employers seeks to encourage an industry training culture. The majority of an apprentice's training is in the workplace. An employer's commitment to training and skills development ultimately benefits the business through better-qualified and highly-motivated workers, quality work and a positive work attitude. Employers create skilled career opportunities for youth and lay the foundation for a future workforce. These messages become part of the discussions that take place during employer visits and face-to-face communications.

A new CD was developed and shared with high school teachers. The Commission CEO was the keynote speaker at a Saskatchewan Teachers of Applied Technology (STAT) conference in Prince Albert. Posters, videos, CD's and pamphlets were ordered from the skilledtrades.ca website. Field consultants continue to dedicate a significant amount of their time to career fairs and in-school presentations. A joint proposal was made with other sector partners to the Skilled Trades group for development of age-appropriate promotional materials.

Youth Apprenticeship

A new initiative to raise the profile of trades careers was piloted in 2 high schools. The pilot at Thom Collegiate in Regina included the development of a module on opportunities in trades as a career and orientation on becoming an apprentice. The pilot at Assiniboia was integrated into a work experience course and involved the school, parents, employers and the community. Three additional pilots are scheduled for 2005-2006.

Celebrating the Success of our Apprentices, New Journeypersons and Other Partners

On 2004 November 05, the Commission held its fourth annual awards event to celebrate the success of our clients, programs and providers during 2003-2004. Following are the highlights of the presentations:

- 49 new journeypersons (1 per trade except in the case of a tie) were honoured with the **Outstanding New Journeyperson** award.
- The Electronics Assembler training team at SED Systems (Sandra Naylor [Manager] and Norine Wilson [Instructor]) received the **Outstanding Technical Training Team** award. Honourable mention was given to the SIAST Kelsey Partsperson team.
- The members of the Welder Trade Board (Maurice Airey, Dan Engen, Timothy Hammel, Jim Nowakowski, Ed Smith, Tammie Wagner, Brad Zerr, Tim Zerr) received the **Outstanding Trade Board** award. Honourable mention went to the Cosmetologist Trade Board.

- A new award – the **Artisan Award** recognizing commitment to excellence in the trades – was presented to Ron Chyz for his commitment to the Crane and Hoist Operator trade.
- Randall McLaren, an electrician, received the **George Pellerin Memorial** award, a Commission scholarship of $500 as the outstanding new journeyperson receiving his certificate in 2003-2004.
- Oscar Smith, a Steamfitter-Pipefitter, received the **Board of Directors** scholarship for $400.
- Skills Canada Gold Medal winner Nick Burtney, an electrician, was also honoured at the awards banquet and received a Commission scholarship of $250.
- Seven industry scholarships were presented: Mechanical Contractors Association of Saskatchewan Inc (3); Merit Contractors Association (2); Saskatchewan Roofing Contractors Association (1) and SED Systems (1).

2. Maintain and enhance partnerships

Saskatchewan's Apprenticeship and Trade Certification Commission enjoys numerous training relationships with various training deliverers, organizations and associations.

Apprenticeship training is delivered by:

- Saskatchewan Institute of Applied Science and Technology (SIAST),
- Western Trade Training Institute (WTTI),
- SaskPower,
- Saskatchewan Indian Institute of Technologies (SIIT),
- SED Systems, and
- Heat and Frost Insulators and Asbestos Workers Joint Training Committee.

For trades with a small number of apprentices, technical training is provided in other provinces.

Training Protocol Agreements

The Commission has entered into protocol agreements with the Saskatchewan Institute of Applied Science and Technology (SIAST), Western Trades Training Institute (WTTI), SaskPower, and SED Systems Inc.

Technical Training for the newly-designated subtrade of Scaffolder will be delivered by the Saskatchewan Carpenter's Joint Training Committee. A protocol agreement will be developed with the Saskatchewan Carpenter's Training Trust Fund to manage this relationship.

Partnerships

Long term partnerships have been in place with the Saskatchewan Tourism Education Council (STEC), Saskatchewan Indian Institute of Technologies (SIIT), Saskatchewan Women in Trades and Technology (SaskWITT), and the Northern Apprenticeship Committee (NAC).

Of significance during this reporting period, are the following partnership initiatives:

Northern Labour Market Committee

The Northern Labour Market Committee (NLMC) provides a forum for government agencies, northern communities and industry to discuss economic development opportunities in the north.

- The Commission participates as a resource on the committee, providing information and an opportunity for discussion about apprenticeship and trade certification activities, with special emphasis on the North.

The Commission also participates on three NLMC sub-committees:

a) Northern Apprenticeship Committee (NAC)

Working closely with industry, NAC ensures that employment opportunities in the north are made available to northern apprentices and tradespeople.

- NAC is recognized as a joint training committee, providing an opportunity for workers to register as apprentices.
- One member of the Commission Board of Directors is co-chair of NAC.

b) Forestry Training Sub-Committee

The Forestry Training Sub-Committee provides support to program initiatives designed to prepare Northerners for employment in the forestry industry.

c) Mineral Sector

The Mineral Sector Sub-Committee provides support to program initiatives designed to prepare Northerners for employment in the mineral sector.

In 2003 October, SATCC signed the Multi-Party Training Plan III Agreement, which commits training institutions, Aboriginal organizations and Northern mining industry to invest in maximizing the training and employment training opportunities in the mining industry for people of Northern Saskatchewan. Each year the Commission reports on its contribution to the Agreement.

Skills Canada Saskatchewan (SCS)

The Commission continues to provide funding and support for increased awareness of the apprenticeship and trade certification program to youth through leadership activities and skill competitions through Skills Canada Saskatchewan.

- The Commission is represented on the SCS Board of Directors.
- The Commission provided $5,000 in funding to SCS and a $250 scholarship to an apprentice achieving gold medal standing at the provincial skills competition.

IV. Corporate Performance:

The Commission is an effective and accountable organization

In 2004-2005, the Commission provided a positive work environment, performed effectively as an organization, and was accountable to both industry and government.

The Commission operated within its available resources and met its statutory requirements. It maintained quality service and effectively supported industry's leadership of the apprenticeship training and certification program.

1. Maintain a work environment that will adequately support the functions of the organization

A) Work Environment and Employee Satisfaction

SATCC strives to provide a positive work environment for its employees. While the results of the Hay Group Consultants survey of 2003 were complimentary to our organization, staff are encouraged to develop a Personal Learning Plan so that the Commission may determine how it can best provide support for development that will benefit the individual as well as the organization.

The Saskatchewan Public Service will be distributing a follow-up survey this fall and to the Commission anticipates using the results to identify areas for improvement.

B) Administration

Regulations Revised

The Apprenticeship and Trade Certification Act, 1999 established regulatory authority for both government and the Commission for apprenticeship training and trade certification. New regulations were developed for Construction Craft Labourer and the subtrade of Scaffolder. In addition a number of housekeeping revisions were processed.

Administrative Independence

The Commission has assumed responsibility from Saskatchewan Learning for most administrative support services with the exception of information technology and some facets of human resources management and financial services. In 2004-2005, the Commission allocated $335,000 to provide services formerly provided and paid for by the Department. In most cases, the Commission has been able to enhance rather than simply replace the service it receives as it assumes responsibility for the service area.

	2004-2005	2003-2004
Staffing	• 17 staffing actions occurred: 11 permanent full-time and 6 term staff were hired	• 22 staffing actions occurred: 6 permanent/ permanent part-time and 16 term staffing actions
Investment in Training	• Approximately 45 employees accessed training between 2004 July 01 and 2005 June 30 • Approximately 72 training days were used • $31,878 was spent on training • Areas of training included communication, client services, technology, personal/professional development, Freedom of Information and Protection of Privacy.	• Approximately 45 employees accessed training between 2003 July 01 and 2004 June 30 • 158 training days were used • $41,166 was spent on training • Areas of training included Aboriginal awareness, personal/ professional development, technology, harassment awareness, and Freedom of Information and Protection of Privacy policies.

Changes and Growth

As a dynamic employer working within the context of the Public Service Commission, the Commission experienced change as employees sought new opportunities and as vacant positions were filled. The Commission continued to support training activities for our employees and the development of new skills that will benefit both the Commission and the employee.

2. Ensure that the organization is responsive to stakeholder input

A) Accountability to Industry

The Commission Board and trade boards provide direction to the Commission administration and to the apprenticeship and trade certification program. The Commission Board and the trade boards ensure that current industry standards, both occupational and in terms of curriculum and examination, are in place to meet the needs of the market place.

Trade boards and curriculum and examination development boards (CEDB) provide guidance and subject matter expertise in the furthering of trade activities. Members make recommendations directly to program development staff, or through scheduled meetings. The Commission Board evaluates trade board and CEDB recommendations and provides direction to the administration of the Apprenticeship and Trade Certification Commission. The administration then acts on the Commission Board directions.

Trade board membership consists of equal numbers of employer and employee representatives. These industry representatives participate directly in nominating Commission Board members. The Commission Board also includes training deliverer and government representatives, as well as representatives from groups under-represented in the apprenticeship labour force.

- Trade Boards and CEDBs met 148 times this year.
- During 2004-2005, 8 curriculum changes were requested and approved; 21 changes were requested and approved in 2003-2004.

B) Accountability to Government

Integrated Accountability Framework

The Commission is making progress towards aligning its planning, performance measurement and reporting with the standards of the Provincial integrated accountability framework.

Saskatchewan Learning Sector Plan

The Commission participates fully in Saskatchewan Learning sector planning, performance measurement and reporting. As one of the post-secondary education and training institutions, it has responsibility for apprenticeship training and certification, a key element of the learning sector.

Recognizing Prior Learning (RPL)

The Commission with other post-secondary partners and the Saskatchewan Labour Force Development Board (SLFDB) maintained their information on Recognizing Prior Learning (RPL), including a description of the process available for individuals applying for credit and advanced standing.

The Commission and other post-secondary institutions continue work on a comprehensive system of transfers of credits among post-secondary institutions. Progress has been achieved on the establishment of the Saskatchewan Council on Admissions and Transfers (SaskCAT) and front-line staff is working jointly to develop the roster of compatible courses and modules.

Indentures, Completions and Cancellations by Trade 2004-2005

Trade	Number of Apprentices 2004 July 01	Indentures	Cancellations	Completions	Number of Apprentices 2005 June 30
Agricultural Machinery Technician	142	35	14	18	145
Aircraft Maintenance Engineer	7	6	0	0	13
Automotive Service Technician	352	112	40	50	374
Barber Stylist	27	12	16	7	16
Boilermaker	28	9	1	8	28
Bricklayer	48	6	13	5	36
Cabinetmaker	4	3	2	0	5
Carpenter	771	250	88	56	877
- Scaffolder	0	0	0	0	0
Concrete Finisher	2	0	1	0	1
Construction Craft Labourer	0	0	0	0	0
Cook	144	40	12	20	152
Cosmetologist	420	191	152	129	330
Crane and Hoist Operator	4	1	3	0	2
- Boom Truck Operator "A"	9	9	2	5	11
- Boom Truck Operator "B"	13	1	1	1	12
- Conventional Crane Operator	7	1	3	2	3
- Hoist Operator	0	0	0	0	0
- Hydraulic Crane Operator	10	6	4	2	10
- Tower Crane Operator	2	0	0	1	1
Custom Harvester	3	0	0	0	3
Drywall and Acoustical Mechanic	1	0	0	0	1
Electrician	739	226	86	108	771
Electronics Assembler	18	13	0	4	27
Electronics Technician (Consumer Products)	2	0	1	0	1
Floorcovering Installer	1	0	0	0	1
Food and Beverage Person	53	23	0	4	72
Glassworker	7	0	0	0	7
Guest Services Representative	1	30	0	0	31
Heavy Duty Equipment Mechanic	148	41	10	33	146
Horticulture Technician	5	0	1	0	4

Trade	Number of Apprentices 2004 July 01	Indentures	Cancellations	Completions	Number of Apprentices 2005 June 30
Industrial Instrument Mechanic	96	37	11	22	100
Industrial Mechanic (Millwright)	218	84	17	52	233
Insulator	24	4	0	0	28
Ironworker Reinforcing Rebar	0	0	0	0	0
Ironworker Structural	59	0	2	2	55
Locksmith	4	1	4	0	1
Machinist	138	59	14	25	158
Motor Vehicle Body Repairer	95	53	11	16	121
- Motor Vehicle Body Refinisher	5	0	3	0	2
Painter and Decorator	4	0	1	0	3
Partsperson	40	15	4	9	42
Pipeline Equipment Operator	32	0	0	0	32
Plasterer	0	0	0	0	0
Plumber	474	121	39	56	500
Pork Production Technician	159	15	96	0	78
Power Lineperson	111	44	8	23	124
Refrigeration Mechanic	83	32	0	13	102
Roofer	18	10	7	1	20
Sheet Metal Worker	150	42	21	10	161
Sprinkler Systems Installer	28	2	5	5	20
Steamfitter-Pipefitter	82	13	9	8	78
- Petroleum Installer Technician	2	2	1	0	3
Steel Fabricator	26	12	0	10	28
Tilesetter	6	2	1	1	6
Truck and Transport Mechanic	119	48	19	19	129
Water Well Driller	0	1	0	0	1
Welder	305	115	32	82	306
- Semiautomatic Welding Production Operator	12	13	0	0	25
Total	5258	1740	755	807	5436

Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2004-2005

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Machinery Technician	83	16	9	22	36
Aircraft Maintenance Engineer	13	4	1	4	4
Automotive Service Technician	215	42	52	65	56
Barber Stylist *	N/A	N/A	N/A	N/A	N/A
Boilermaker	29	14	8	7	N/A
Bricklayer	35	11	10	14	N/A
Cabinetmaker	4	1	2	0	1
Carpenter	311	123	68	68	52
- Scaffolder	0	0	0	0	0
Concrete Finisher	1	1	0	N/A	N/A
Construction Craft Labourer	0	0	0	0	0
Cook	78	24	29	25	N/A
Cosmetologist *	N/A	N/A	N/A	N/A	N/A
Crane and Hoist Operator	27	12	7	8	N/A
Custom Harvester	0	0	0	N/A	N/A
Drywall and Acoustical Mechanic	1	0	1	N/A	N/A
Electrician	651	128	275	141	107
Electronics Assembler	15	10	5	N/A	N/A
Electronics Technician (Consumer Products)	0	0	0	0	0
Floorcovering Installer	0	0	0	N/A	N/A
Food and Beverage **	0	0	N/A	N/A	N/A
Glassworker	1	1	0	0	N/A
Guest Services Representative **	0	0	N/A	N/A	N/A
Heavy Duty Equipment Mechanic	108	12	12	47	37
Horticulture Technician	0	0	0	0	N/A
Industrial Instrument Mechanic	36	11	10	6	9
Industrial Mechanic (Millwright)	190	47	35	48	60
Insulator	24	14	10	0	N/A
Ironworker Reinforcing Rebar	0	0	0	0	N/A
Ironworker Structural	7	0	0	7	N/A
Locksmith	0	0	0	0	0

Attendance in Apprenticeship Technical Training Courses
by Trade and Stage of Training 2004-2005 (continued)

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Machinist	71	12	11	24	24
Motor Vehicle Body Repairer	71	21	10	13	27
- Motor Vehicle Body Refinisher	0	0	0	N/A	N/A
Painter and Decorator	1	0	1	0	0
Partsperson	26	6	8	12	N/A
Pipeline Equipment Operator	0	0	0	N/A	N/A
Plasterer	0	0	0	0	N/A
Plumber	290	109	74	61	46
Pork Production Technician	27	12	15	0	N/A
Power Lineperson	104	28	26	32	18
Refrigeration Mechanic	69	22	23	12	12
Roofer	15	7	2	6	N/A
Sheet Metal Worker	83	23	29	22	9
Sprinkler Systems Installer	10	5	3	2	0
Steamfitter-Pipefitter	59	13	13	21	12
- Petroleum Installer	3	3	0	0	0
Steel Fabricator	19	9	0	10	N/A
Tilesetter	2	1	0	1	0
Truck and Transport Mechanic	71	12	12	24	23
Water Well Driller	1	1	0	0	N/A
Welder	160	34	35	91	N/A
- Semiautomatic Welding Production Operator	0	0	0	0	0
TOTAL	2911	789	796	793	533

* Technical training is completed prior to registration

** Technical training is in partnership with Saskatchewan Tourism

N/A – No applicable training for this Trade/Level

Note: First year Boilermaker figures include entry level training

Journeyperson Examinations 2004-2005

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Machinery Technician	57	44	13
Aircraft Maintenance Engineer Technician*	0	0	0
Automotive Service Technician	91	53	38
Barber Stylist	12	8	4
Boilermaker	8	7	1
Bricklayer	17	14	3
Cabinetmaker	8	2	6
Carpenter	112	79	33
- Scaffolder	6	5	1
Concrete Finisher	0	0	0
Construction Craft Labourer	7	2	5
Cook	74	38	36
Cosmetologist	190	139	51
Crane and Hoist Operator	1	1	0
- Boom Truck Operator "A"	33	26	7
- Boom Truck Operator "B"	29	22	7
- Conventional Crane Operator	3	3	0
- Hoist Operator	0	0	0
- Hydraulic Crane Operator	8	6	2
- Tower Crane Operator	1	1	0
Custom Harvester	0	0	0
Drywall and Acoustical Mechanic	2	1	1
Electrician	147	110	37
Electronics Assembler	11	7	4
Electronics Technician (Consumer Products)	0	0	0
Floorcovering Installer	0	0	0
Food and Beverage Person	0	0	0
Glassworker	1	0	1
Guest Services Representative	0	0	0
Heavy Duty Equipment Mechanic	58	40	18
Horticulture Technician	1	0	1
Industrial Instrument Mechanic	47	29	18

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Industrial Mechanic (Millwright)	80	64	16
Insulator	12	8	4
Ironworker Reinforcing Rebar	0	0	0
Ironworker Structural	10	2	8
Locksmith	0	0	0
Machinist	34	20	14
Motor Vehicle Body Repairer	40	36	4
- Motor Vehicle Body Refinisher	4	3	1
Painter and Decorator	6	3	3
Partsperson	17	17	0
Pipeline Equipment Operator	0	0	0
Plasterer	1	1	0
Plumber	77	37	40
Pork Production Technician	1	1	0
- Breeder	0	0	0
- Facilities Maintenance	0	0	0
- Farrowing	3	2	1
- Grower-Finisher	4	2	2
- Nursery Management	0	0	0
Power Lineperson	24	22	2
Refrigeration Mechanic	20	13	7
Roofer	3	2	1
Sheet Metal Worker	18	8	10
Sprinkler Systems Installer	2	1	1
Steamfitter-Pipefitter	19	14	5
- Petroleum Installer Technician	5	4	1
Steel Fabricator	16	14	2
Tilesetter	2	1	1
Truck and Transport Mechanic	46	27	19
Water Well Driller	2	0	2
Welder	181	129	52
- Semiautomatic Welding Production Operator	0	0	0
TOTAL	1552	1069	483

*Examinations are written in Manitoba in conjunction with Department of Transport Canada

Apprentices: Indentures, Completions and Cancellations
Five Year Overview 2000-2001 to 2004-2005

Year	Number of indentures during year	Number of completions during year	Number of cancellations during year	Number of apprentices at end of year
2000-01	1477	851	687	5306
2001-02	1676	800	983	5205
2002-03	1648	790	955	5108
2003-04	1626	794	682	5258
2004-05	1740	807	755	5436

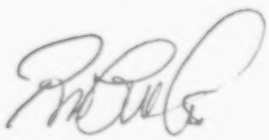
Management Report

August 31, 2005

The financial statements have been prepared by management in accordance with generally accepted accounting principles.

Management has ensured that the consolidated financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and ensures that management fulfills its responsibilities for financial reporting. The financial statements have been audited by the Provincial Auditor of Saskatchewan, whose report follows.



R.D. (Bob) Guthrie
Chief Executive Officer

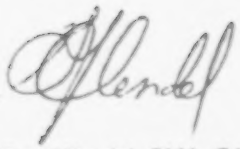
Auditor's Report

To the Members of the Legislative Assembly
of Saskatchewan

I have audited the consolidated statement of financial position of the Saskatchewan Apprenticeship and Trade Certification Commission at June 30, 2005 and consolidated the statements of operations and accumulated surplus, change in net financial assets, and the cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at June 30, 2005 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Fred Wendel, CMA, CA
Provincial Auditor

Regina, Saskatchewan
July 22, 2005

Statement 1

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Financial Position
As at June 30

	2005	2004
Financial Assets:		
Due From General Revenue Fund (Note 3)	$ 965,522	$ 864,979
Accounts Receivable (Note 6)	254,246	46,753
Inventory for Resale	4,564	2,900
Total Financial Assets	1,224,332	914,632
Liabilities:		
Accounts Payable	67,377	142,700
Accrued Vacation Leave	112,123	105,758
Unearned Revenue (Note 7)	28,380	5,760
Total Liabilities	207,880	254,218
Net Financial Assets (Note 9)	1,016,452	660,414
Non-financial Assets (Note 10)		
Tangible Capital Assets	275,849	323,008
Inventory of Promotional Supplies	9,684	7,029
Prepaid Expenses	118,872	96,127
	404,405	426,164
Accumulated Surplus	$ 1,420,857	$ 1,086,578

(See accompanying notes to the financial statements)

Statement 2

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Operations and Accumulated Surplus
For the Year Ended June 30

	Budget	2005	2004
Revenue:			
Grants – General Revenue Fund	$ 9,857,500	$ 10,064,503	$ 9,785,500
Client Fees	1,192,700	1,126,333	742,758
Industry Contributions	15,000	8,327	34,445
Products and Services	37,900	39,629	36,742
Interest	16,000	46,260	50,584
Total Revenue	11,119,100	11,285,052	10,650,029
Expenses:			
Salaries & Personnel	2,532,000	2,326,187	2,380,175
Program Contractual Services	7,495,000	7,431,770	6,956,482
Amortization	120,700	121,322	116,254
Other Contractual Services	143,300	84,921	69,087
Honorariums, Board	171,000	146,129	150,269
Travel	257,500	297,653	255,122
Telephone	65,000	64,595	59,869
Advertising, Promotion and Printing	108,500	68,535	101,620
Space Rental	208,100	242,909	239,123
Equipment Rental	11,400	9,978	9,688
Office Supplies	45,300	62,377	59,622
Postage, Courier, Freight	55,000	71,244	57,370
Products for Resale	10,000	13,104	0
Insurance, computer related	7,300	10,049	6,582
Total Expenses	11,230,100	10,950,773	10,461,263
Annual (Deficit)/Surplus	(111,000)	334,279	188,766
Accumulated Surplus, beginning of year		1,086,578	897,812
Accumulated Surplus, end of year		$ 1,420,857	$ 1,086,578

(See accompanying notes to the financial statements)

Statement 3

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Change in Net Financial Assets
For the Year Ended June 30

	2005	2004
Annual Surplus	$ 334,279	$ 188,766
Purchase of Tangible Capital Assets	(74,163)	(155,176)
Amortization of Tangible Capital Assets	121,322	116,255
	47,159	(38,921)
(Acquisition) of Prepaid Expenses	(22,745)	(37,712)
(Acquisition) Use of Inventory of Promotional Supplies	(2,655)	12,525
	(25,400)	(25,187)
Increase in Net Financial Assets	356,038	124,658
Net Financial Assets, beginning of year	660,414	535,756
Net Financial Assets, end of year	$ 1,016,452	$ 660,414

(See accompanying notes to the financial statements)

Statement 4

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Cash Flows
For the Year Ended June 30

	2005	2004
Cash Flows from Operating Activities		
Cash Receipts from General Revenue Fund	$ 9,861,000	$ 9,785,500
Cash Receipts from Clients	1,148,953	708,075
Interest Received	42,103	48,264
Industry Contributions	8,327	34,445
Products and Services	39,796	36,742
Cash Paid to Suppliers and Employees	(3,458,293)	(3,310,345)
Cash Paid to Provide Program Services	(7,467,180)	(6,992,244)
Cash Flows from Operating Activities	174,706	310,437
Cash Flows from Capital Activities:		
Purchase of Tangible Capital Assets	(74,163)	(155,176)
Cash Flows from Capital Activities	(74,163)	(155,176)
Increase in Cash	100,543	155,261
Due from General Revenue Fund, beginning of year	864,979	709,718
Due from General Revenue Fund, end of year	$ 965,522	$ 864,979

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Consolidated Financial Statements
For the Year Ended June 30, 2005

1. Description of Business

The Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by The Apprenticeship and Trade Certification Commission Act, 1999 effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements have been prepared using Canadian accounting principles appropriate for the public sector and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts were prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by Saskatchewan Learning to operate the Commission and train apprentices, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Revenue is recorded when received or receivable.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets purchased during the period.

d) Inventories

Inventories of items for resale are valued at the lower of cost and net realizable value, which is determined by the first-in, first-out method. Inventories of promotional supplies are valued at cost.

e) Tangible Capital Assets

Tangible capital assets were transferred to the Commission from Saskatchewan Learning on October 1, 1999. These assets were fully depreciated at that time, carrying no book value.

Tangible capital asset purchases are recorded at cost. The cost and related accumulated amortization of items retired or disposed of are removed from the records and any gains or losses are included in the Statement of Operations and Accumulated Surplus.

Amortization is recorded on tangible capital asset purchases on a straight-line basis over their estimated useful lives.

Office Equipment	5 years
Office Furniture	10 years
Computer Hardware	3 years
Leasehold Improvements	Life of lease
Computer Application Software	3 years
System Development	5 years

f) Joint Venture

The Commission's share of jointly controlled activities included in these financial statements is as follows:

Inter-provincial Computerized Examination Management System (ICEMS) - 2%

3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2004 to June 30, 2005 was 2.31% (rate for 2003-2004 was 2.51%)

4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as departments, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with the provision of administrative services provided by Saskatchewan Learning and no provision for such costs is reflected in these statements. These costs are borne by Saskatchewan Learning. Also, the Department of Finance paid for the employee benefits of the Commission.

ICEMS

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS. The Commission's pro-rata share of its interest in these joint ventures is as follows:

	2005	2004
Due from General Revenue Fund	$ 7,108	$ 6,796
Accounts Receivable	996	1,163
Tangible Capital Assets	138,864	185,151
Accounts Payable	(459)	(77)
Revenue – Products and Services	(23,157)	0
Other Contractual Services	22,844	12,263
Amortization	46,288	46,288

The Federal Government collects the monies for ICEMS and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in Trust by the Commission to pay for the development of the ICEMS. Since these monies are held in Trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2005 the Commission held in Trust cash for the ICEMS in the amount of $245,172 (2004 - $234,403). During the year, the Commission received $830,758 for ICEMS and disbursed $819,989. ICEMS became operational in 2003-2004.

Saskatchewan Institute of Applied Science and Technology (SIAST) Agreement (Related Party)

The Commission enters into an annual agreement with SIAST for technical training based upon a Training Needs Assessment prepared prior to each fiscal year. In 2005, the contract amount was $5,900,000 (2004- $5,800,000). Additional classes are contracted as required.

5. Financial Instruments

The Commission's financial instruments include due from the General Revenue Fund, accounts receivable, accounts payable, accrued vacation leave and unearned revenue. The carrying amount of these instruments approximates fair value due to their immediate or short-term maturity. These instruments have no interest or credit risk.

6. Accounts Receivable

Accounts receivable are composed of the following:

	2005	2004
Operating grant receivable	$ 243,503	$ 40,000
Joint venture receivable (note 4)	996	1,163
Interest receivable	9,747	5,590
Total receivable	$ 254,246	$ 46,753

7. Unearned Revenue

Unearned revenue is comprised of tuition fees received from apprentices before June 30, 2005 for training which will occur after June 30, 2005.

8. Operating Lease

The Commission entered into a lease agreement for rental space at 2140 Hamilton Street. The annual lease payments agreed to are:

2005-2006 - $142,029
2006-2007 - $142,029
2007-2008 - $71,015

The lease agreement expires December 31, 2007.

9. Net Financial Assets

The net financial assets of the Commission are comprised of restricted and unrestricted amounts.

The restricted amount represents unexpended grants from the General Revenue Fund designated for aboriginal initiatives. Included in Grants – General Revenue Fund is $400,000 (2004 - $400,000) received for aboriginal initiatives. The Net Financial Asset balances are comprised of the following:

	2005	2004
Funds restricted for aboriginal initiatives	$ 248,321	$ 127,674
Unrestricted funds	$ 768,131	$ 532,740
Total Net Financial Assets	$ 1,016,452	$ 660,414

10. Non-financial Assets

The recognition and measurement of non-financial assets is based on their service potential. These assets will not provide resources to discharge liabilities of the Commission. For non-financial assets, the future economic benefit consists of their capacity to render service to further the Commission's objectives.

The chart on the following page provides the tangible capital assets detail.

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Consolidated Financial Statements
For the Year Ended June 30

	2005							2004
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Software	Systems Development	Total	Total
Opening costs	$ 43,443	$ 49,519	$ 23,397	$ 203,194	$ 15,098	$ 253,525	$ 588,176	$ 433,000
Additions during the year	0	23,483	0	50,680	0	0	74,163	155,176
Closing cost	43,443	73,002	23,397	253,874	15,098	253,525	662,339	588,176
Opening accumulated amortization	22,620	10,939	16,142	152,176	12,586	50,705	265,168	148,913
Annual Amortization	5,153	7,283	3,816	52,826	1,539	50,705	121,322	116,255
Closing accumulated amortization	27,773	18,222	19,958	205,002	14,125	101,410	386,490	265,168
Net Book Value of Tangible Capital Assets	$ 15,670	$ 54,780	$ 3,439	$ 48,872	$ 973	$ 152,115	$ 275,849	$ 323,008

Our Plan for 2005-2006

Commission Performance Plan for 2005-2006

On 2005 June 17 the Board of Directors of the Saskatchewan Apprenticeship and Trade Certification Commission adopted the 2005-2006 Business Plan and Budget. The annual business plan describes the Commission's operational activities for the year ahead, identifies key issues, strategic directions and the risks to the Commission's operations posed by factors beyond the Commission's direct control. It is based upon the long-term strategic plan that sets out the organization's goals and objectives, and is aligned with the emerging Saskatchewan Learning Sector Plan as it relates to the apprenticeship training and certification program.

Strategic Directions

The following table sets out several key issues facing the Commission and identifies strategic directions that will be pursued.

Key Issue	Strategic Direction/Actions
Private Sector investment in Certified Training	Research the impact of skill shortages on private sector investment in certified training Consider and promote the effectiveness of an apprenticeship training tax credit in protecting the investment of employers in certified training Promote the value of training and certification to national standards and the mobility of labour
Support an Industry Training Culture	Focus on field services and program development to strengthen the industry training culture Enhance client support (employers, supervising journeypersons, apprentices, and tradespersons) Promote industry human resource planning
Provincial Government Support	Position apprenticeship as a key solution to the post- secondary trades training system capacity problem Maintain and enhance apprenticeship program and operations services within the resources provided by the province; work to improve provincial government support for investment in work-based training and certification; promote apprenticeship as the low cost/high value option for public investment in post-secondary training and certification in Saskatchewan
Labour Force / Demographic Shifts	Provide leadership to industry on the value of a diverse workforce Maintain an equity partnership agreement with the Saskatchewan Human Rights Commission Maintain progress towards a representative workforce in the apprenticeship sector Continue the emphasis on Aboriginal apprenticeship initiatives

Key Issue	Strategic Direction/Actions
Changing Work, Innovation and Responsiveness	Provide training and certification services that reflect the changing scope and nature of activities in the workplace Balance flexibility with capability to deliver high quality training and other services Improve the ability to deliver decentralized training through technology and innovation

Key Result Areas for 2005-2006

The following table is a summary of the results expected from the 2005-2006 key initiatives and programming:

Key Result Areas	2005-2006 Goal	Change from 2004-2005
Total Registered Apprentices	5375	+2.4%
New Apprentices Registered	1600	+3.1%
Apprentices in Technical Training	3050	+5.2%
Upgraders/Updaters in Training*	500	-17%
Allowance Claims Processed	3050	+5.2%
Employer/Workplace Visits	2800	n/c
Work Experience Assessments**	14 700	+36%
Learning Disabled Assessments	50	-17%
Written Examinations (all types)	1800	-5.3%
Practical Examinations	390	-2.5%
Journeyperson/Proficiency Certificates Issued	1100	n/c
Industry Board/Committee Meetings	140	n/c
Trade Shows/Career Fairs	100	+11%
Revenue Generation	$1,298,120	+2.9%

* Decrease in updaters is largely due to Scaffolder now being a recognized subtrade

** A new system has been implemented to more accurately count the assessments completed

Budget Overview for 2005-2006

The Commission is projecting a deficit for 2005-2006 in the amount of $96,600 before amortization. In 2005-2006, the Commission plans no major increase in its fees. However, we will consider a new multi-year Revenue Generation Plan.

Wage-related and training costs in the 2005-2006 budget were developed based on changes in the public sector Collective Bargaining Agreements and Provincial government guidelines for out-of-scope employees.

Due to better than expected financial results for the year ended 2005 June 30, the Commission may be in a position to meet the increased demand for apprenticeship services generated by additional apprentices and new trades. The Commission had projected a deficit on the year's operation, but was able to achieve a modest surplus through reductions in expenditures and increased revenue. The commitment of additional funding beyond the approved budget will require revision to the budget, which must be approved by the Board and Minister.

Risks

The major risk areas that the Commission must address in 2005-2006 are:

1. **The Level of Private Sector Investment in Provincially-Certified Trades Training**

   There may be a growing reluctance on the part of employers to continue investing in the training necessary to bring a worker to a national standard. The decision to withdraw from supporting the apprenticeship system would have negative effects on both worker mobility and the smooth functioning of the economy.

   From the perspective of the Commission, there may be a decline in the numbers of employers in our system and the withdrawal of employers will result in fewer choices for candidates for our various boards.

2. **A Decline in the Industry Training Culture**

   Under pressure from increased competition and a shrinking pool of workers, employers may choose to lobby for more spaces in pre-employment programs and to provide minimal on-the-job training. The valuable work that our field consultants do in ensuring employers and employees receive maximum value for the training investment may be foregone in favour of a narrow, job-specific training regime. Once again, we will see a diminution of our role in the industry.

3. **Systems Trades Training Capacity**

   The capacity of the non-university institutional post-secondary education system to provide trades training has essentially been reached. In order to meet the training needs of the trades sector, it may be necessary to re-balance the investment in the education sector to encourage more work-based training. The risk is that the system as a whole will resist this re-balancing and the Commission will be unable to meet client expectations for supporting and certifying work-based training.

4. **The Level of Provincial Funding**

   There is a continuing demand from industry for designation of additional trades. The response of the Commission has been to accommodate these requests to the capacity of our resources. As demand grows, there is a need for increased funding to engage these resources. Should provincial funding not acknowledge the need for greater resources, the Commission may have to restrict certification of new trades, reduce services in other areas and/or increase user fees to fund the expansion internally.

Costs associated with public sector bargaining agreements are generally recognized by increases in the operating grant. Given that in-scope employees of the Commission and those of our major training provider, SIAST, are members of SGEU bargaining units, any wage and benefit increases negotiated by the Public Service Commission or SIAST will be reflected in our expenses. Should the provincial government not fully fund these increases, the Commission risks having to make up the shortfall elsewhere.

5. **Ability to Communicate Effectively within the Sector**

In order to meet the goals that the Commission has set, it is important that communications, including promotion of the apprenticeship system, are given a high priority. A pre-requisite of this initiative is that we have in place the appropriate communications staff and that we allocate resources to this priority effectively. A risk to the Commission is that we may be unable to attract the right candidates to our communications staff and that we cannot respond quickly to the need for innovative and effective communication materials.

6. **The Effect of Higher Fees**

The recent increases in fees may tend to have two risks associated with them. First, they may act as a barrier to participation and reduce our client base. Second, they may result in rising customer service expectations, expectations that the Commission may not be able to meet with current resources. In either case, we risk reducing the number of employers and apprentices who support the apprenticeship model, thus exacerbating a growing shortage of skilled labour.

Conclusion

The performance plan summarizes how the Commission proposes to meet the expectations of industry and government in 2005-2006. It will deploy its human, financial and capital resources in support of its vision, mandate and goals. The plan also sets out basic measures by which the Commission's performance may be judged.

The Commission's Key Result Areas (KRAs) are essentially output measures. During 2005-2006 the Commission will continue to work on the development of measures, focusing on the refinement and validation of outcome and reach measures.

Industry Sectors and Designated Trades in Saskatchewan

Agriculture, Tourism and Service

Barber Stylist
Cook
Cosmetologist
Custom Harvester
Electronics Technician (Consumer Products)
Food and Beverage Person
Guest Services Representative
Horticulture Technician
Locksmith
Meat Cutter
Pork Production Technician
- Breeder
- Farrowing
- Grower-Finisher
- Nursery Management
- Facilities Maintenance

Construction

Boilermaker
Bricklayer
Cabinetmaker
Carpenter
- Δ Framer
- Δ Scaffolder

Concrete Finisher
Construction Craft Labourer
Crane and Hoist Operator
- Δ Boom Truck Operator "A"
- Δ Boom Truck Operator "B"
- Δ Conventional Crane Operator
- Δ Hoist Operator
- Δ Hydraulic Crane Operator
- Δ Tower Crane Operator

Drywall and Acoustical Mechanic
Electrician*
Floorcovering Installer
Glassworker
Industrial Mechanic (Millwright)*
Insulator
Ironworker Reinforcing Rebar
Ironworker Structural
Painter and Decorator
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber
Power Lineperson
Refrigeration Mechanic*
Roofer
Sheet Metal Worker
Sprinkler Systems Installer
Steamfitter-Pipefitter
- Δ Petroleum Installer Technician

Tilesetter
Water Well Driller

Production and Maintenance

Electrician*
Electronics Assembler
Industrial Instrument Mechanic
Industrial Mechanic (Millwright)*
Machinist
Refrigeration Mechanic*
Steel Fabricator
Welder
- Δ Semiautomatic Production Welding Operator

Motive Repair

Agricultural Machinery Technician
Aircraft Maintenance Engineer Technician
Automotive Service Technician
Heavy Duty Equipment Technician
Motor Vehicle Body Repairer
- Δ Motor Vehicle Body Refinisher

Partsperson
Truck and Transport Mechanic

Δ Represents a subtrade or endorsement
• Represents a journeyperson certificate in the trade specialty
* The designated trade is part of more than one industry sector

Glossary

Act and Regulations

The Apprenticeship and Trade Certification Act 1999 and regulations are the authority under which the program operates.

Apprentice

An individual who is working in a designated trade and has signed a contract of apprenticeship with his or her employer and the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a trade in which they are acquiring skills.

Apprenticeship Training

A system of training that has two main components: on-the-job training and technical training. The apprentice, the employer or joint training committee, and the director of apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through on-the-job training which is supervised by a certified journeyperson, combined with technical in-school training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Compulsory Apprenticeship

An individual must be an apprentice or a journeyperson to work in the trade. There are four compulsory apprenticeship trades in Saskatchewan: Electrician, Plumber, Refrigeration Mechanic and Sheet Metal Worker.

Designated Trade

An occupation designated under *The Apprenticeship and Trade Certification Act, 1999*. Designation of an occupation means that legislated rules apply and that standards, technical training and certification examinations are established.

Indenture

The act of signing an apprenticeship contract with an employer or joint training committee and the Director of Apprenticeship.

Interprovincial Standards "Red Seal" Program

A national certification program that assists workers seeking employment in any province/territory in Canada.

Joint Training Committee

A committee of employer and employee representatives in a trade. Joint training committees are established in industries where job changes are frequent; for example, the construction industry. Eligible apprentices can indenture directly to the joint training committee rather than to an employer.

Journeyperson

An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Apprenticeship and Trade Certification Commission.

Pre-Employment Training

Full time training programs designed for individuals who have no job or skills in a trade, but who would like to take training to improve their chances of finding a job. Advanced standing in apprenticeship training may be granted if the individual registers as an apprentice at a later date. This training usually follows school graduation and in most instances is offered by the Saskatchewan Institute of Applied Science and Technology (SIAST).

Pre-Trades Training

Short training programs designed to respond to immediate labour needs of local industry. The courses are usually less than 20 weeks in length and are offered through regional colleges. Advanced standing in apprenticeship training may be granted if the individual indentures as an apprentice at a later date.

Proficiency Certificate

This certificate is issued to reflect an individual's ability in a significant area of their trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) (The Commission)

SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Subtrade

A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson

An individual who is working at one of the designated trades, but is not an apprentice or a journeyperson.

Updating

Training designed to enhance the skills of an individual who already holds journeyperson status.

Upgrading

Training designed to assist a tradesperson in preparing for journeyperson certification.

Voluntary Apprenticeship

Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

Work (Workplace) Experience

The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and
Trade Certification Commission
2140 Hamilton St
Regina SK S4P 2E3

Tel: (306) 787-2444
Fax: (306) 787-5105
Toll Free: 1-877-363-0536
e-mail: Apprenticeship@sasked.gov.sk.ca
Web: www.saskapprenticeship.ca

Regional Offices

Apprenticeship and Trade Certification Commission
Estevan Regional Office
255 Spruce Drive
Estevan SK S4A 2V6

T: (306) 637-4930
F: (306) 634-8060

Apprenticeship and Trade Certification Commission
Northern Division
Box 5000
La Ronge SK S0J 1L0

T: (306) 425-4385
F: (306) 425-4383
Toll Free: 1-800-667-4380

Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
110 Ominica St W
Moose Jaw SK S6H 6V2

T: (306) 694-3735
F: (306) 694-3815

Apprenticeship and Trade Certification Commission
North Battleford Regional Office
1146 - 102 St
North Battleford SK S9A 1E9

T: (306) 446-7409
F: (306) 446-7586

Apprenticeship and Trade Certification Commission
Prince Albert Regional Office
Box 3003
Bay 17, 243 South Industrial Dr
Prince Albert SK S6V 6G1

T: (306) 953-3256
F: (306) 953-2628

Apprenticeship and Trade Certification Commission
Regina Regional Office
2140 Hamilton St
Regina SK S4P 2E3

T: (306) 787-2444
F: (306) 787-5105

Apprenticeship and Trade Certification Commission
Saskatoon Regional Office
10th Flr 122-3rd Ave N
Saskatoon SK S7L 4J7

T: (306) 933-8476
F: (306) 933-7663

Apprenticeship and Trade Certification Commission
Swift Current Regional Office
350 Cheadle St W
Swift Current SK S9H 4G3

T: (306) 778-8945
F: (306) 778-8583

Apprenticeship and Trade Certification Commission
Yorkton Regional Office
Room 302, 120 Smith St E
Yorkton SK S3N 3V3

T: (306) 786-1394
F: (306) 786-1460

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION

FISCAL YEAR ENDING JUNE 30, 2005

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2004-2005

Salaries:

Management

Listed below are Senior Management staff (out of scope) salaries, totaling $50,000 or more, recorded in the fiscal year.

Guthrie, Bob	Chief Executive Officer	$114,168.00
Muir, Douglas	Director of Apprenticeship	86,232.00
Wong, Lillie	Director, Corporate Services	80,580.00
	Total Out of Scope	**$280,980.00**

Listed below are the In-Scope Employees' salaries, totaling $50,000 or more, recorded in the fiscal year.

Permanent

Bear, D. Lyle	$55,788.88
Butler, Dennis	52,088.22
Chuka, Sharon	51,883.77
D'Amour, Brett	52,088.22
Douglas, Alvin	75,482.80
Empey, Jack	62,814.35
Ewen, Richard	79,344.90
Hampton, James	52,088.22
Heisler, Glenn	52,088.22
Johns, Robert	63,949.30
Kasper, Frank	52,088.22
Kovatch, Maurice	51,377.92
Millard-Smith, Lori	52,088.22
Myhill, Clyde	52,088.22
Pusch, Sylvia	52,285.08
Sluchinski, Robert	52,088.22
Stubbs,Chris	56,160.98
Zabolotney,Rennie	52,088.22

Total In-Scope $1,017,881.96

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2004-2005

Suppliers:

Listed are payees who received $50,000 or more for the provision of goods and services including technical training, lease of space, computer system and other service contracts.

Heat and Frost Insulators Union Local 119	$64,786.71
ICR Denro Property Mgmt Ltd	142,029.00
Metis Employment & Training of Saskatchewan Inc.	52,750.00
Northlands College	86,188.00
Saskatchewan Indian Institute of Technologies	255,432.50
Saskatchewan Institute of Applied Science & Technology	6,534,485.77
Saskatchewan Property Management	152,514.97
SaskPower Corporation	108,684.00
SaskTel – CMR	59,068.60
Western Trade Training Institute	82,960.05
Total	**$7,538,899.60**